



Business Requirements Document (BRD)

Project Title: Vendor Portal
Customer: Quantum
Prepared By: Sijina Nijil
Version: 3.0
Date: 11-08-2025



1. Overview

The Vendor Portal is a secure web-based platform that allows vendors to manage their interactions with the buyer organization. The portal provides vendors with capabilities to log in, register, respond to RFQs, upload quotations and PIs, and manage purchase orders.

This document outlines the functional requirements for the following screens:

1. Login Screen
2. Vendor Registration
3. Dashboard
4. Pending RFQs
5. Submitted Quotations
6. Quotes Requiring Modification (Post-Negotiation)
7. Purchase Orders Pending Confirmation
8. Purchase Orders with Pending PI Upload

Each section includes two views:

- **List Screen:** Displays records in tabular format
- **Details Screen:** Opens detailed view of selected record, divided into Header and Body sections

2. Functional Requirements

2.1 Login Screen

Purpose: Authenticate vendors using credentials.

Fields:

Field Label	Type	Validation	Notes
Username / Email	Text	Mandatory	Email format validation
Password	Password	Mandatory	Masked input

Features:

- "Forgot Password" link → Redirects to password recovery screen
- Login button → Validates credentials and redirects to Dashboard
- CAPTCHA (optional) for bot protection



2.2 Vendor Registration

Purpose: Allow new vendors to register and submit all necessary documentation for validation and onboarding.

Sections & Fields:

A. Company Information

Field Label	Type	Validation
Company Name	Text	Mandatory
Registration Number	Text	Mandatory
VAT / Tax ID	Text	Optional
Country	Dropdown	Mandatory
Address	Text Area	Mandatory

B. Contact Information

Field Label	Type	Validation
Primary Contact Name	Text	Mandatory
Email Address	Email	Mandatory + Unique
Phone Number	Text	Mandatory

C. Banking Details

Field Label	Type	Validation
Bank Name	Text	Mandatory
IBAN / Account No	Text	Mandatory
SWIFT Code	Text	Optional

D. Attachments

Document Type	Upload Type	Validation
Company Registration Certificate	File Upload	Mandatory
VAT Certificate / Tax ID Proof	File Upload	Optional (based on region)
Bank Account Verification Letter	File Upload	Mandatory
Company Profile / Brochure	File Upload	Optional
Authorized Signatory ID Proof	File Upload	Mandatory

File Constraints:

- Max File Size: 10 MB per document



- Total max upload limit: 50 MB
- Multiple files allowed per field (optional)
- View/Delete buttons before final submission
- Inline file validation (format and size)
- Allowed file formats PDF, JPG, PNG

Features:

- Submit → Creates registration request and sends admin notification
- Registration approval is manual
- CAPTCHA protection

2.3 Dashboard

Purpose: Provide an overview of vendor activities.

Widgets / Panels:

- Pending RFQs Count
- Submitted Quotations
- Quotes for Revision
- Pending PO Confirmations
- Pending PI Uploads
- Quick Links: "Update Profile", "View Documents", "Raise Query"

Widget Title	Description
Pending RFQs	Count + link to list screen
Submitted Quotes	Count + link to list screen
Quotes Under Negotiation	Count + link to list screen
Pending PO Confirmations	Count + link to list screen
PO Without PI	Count + link to list screen

3. Screens with Dual Views (List + Details)



3.1 Pending RFQs

A. Listing Screen

Column	Type
RFQ Number	Text
RFQ Date	Date
Due Date	Date
Status	Label

B. Details Screen

Header Section:

RFQ Number | Vendor Name| Address 1| Address 2| Address 3| Phone| Email| Vendor Document Ref| Date | Submission Deadline| Delivery Location| Delivery Timeline| Currency| Payment Terms| Warranty Terms| Incoterms| Delivery Address Considered

Field Label	Type	Mandatory	Editable
RFQ Number	Text	Yes	No
Vendor Name	Text	Yes	No
Address 1	Text		No
Address 2	Text		No
Address 3	Text		No
Phone	Number		No
Email	String		No
Vendor Document Ref	String		Yes
Date	Date	Yes	No
Submission Deadline	Date	Yes	No
Delivery Location	Text		No
Delivery Timeline	Number		No
Currency	Drop down		No
Payment Terms	Drop down		No
Warranty Terms	Drop down		No
Incoterms	Drop down		No
Delivery Address Considered	Yes/No		No

Body (Tabular Format):

| Item Name | Part No |Description | Manufacturer | Model | UOM | Required Quantity
| Offered Quantity | Unit Price | Gross | Attachments| Comments | Remarks | Remarks |



Field Label	Type	Mandatory	Editable
Item Name	Text	Yes	No
Part No	Number	Yes	No
Description	Text	No	No
Manufacturer	Text		No
Model	Text	Yes	No
Type	Text		No
UOM	Text	Yes	No
Required Quantity	Number	Yes	No
Offered Quantity	Number		Yes
Unit Price	Number	No	Yes
Gross	Number		No
Discount %	Number	No	Yes
Discount Amount	Number	No	Yes
Additional charge1	Number	No	Yes
Additional charge2	Number	No	Yes
Attachments	File upload		No
Comments	Text		No
Remarks	Text	No	Yes

Actions:

- View
- Edit
- import/export
- Approve
- Reject

Features:

- Respond with Quote button
- Option to upload documents (technical/commercial)
- Option to download quotation.
- Downloaded excel contains only the line level details
- Option to approve or reject RFQ and sends notification

Note: If the user approve the RFQ, the quotation will be saved as a draft (no posting to Focus).

Once the user confirms/save the draft, it becomes eligible for analysis, and the quotation will be posted to Focus.



- The downloadable version for the vendor will only be the line level details which either they can input directly from the portal or download and upload the line details. All header and footer details needs to be filled directly from the Portal interface.

3.2 Submitted Quotations

A. Listing Screen

Field Label	Type
Quotation Number	Text
RFQ Number	Text
Vendor Name	Text
Issue Date	Date
Due Date	Date
Status	Label

B. Details Screen

Header Section:

Quotation Number | RFQ Number | Vendor Name| Address 1| Address 2| Address 3|
Phone| Email| Vendor Document Ref| Date | Submission Deadline| Delivery Location|
Delivery Timeline| Currency| Payment Terms| Warranty Terms| Incoterms| Delivery Address
Considered

Field Label	Type	Mandatory	Editable
Quotation Number	Text	Yes	No
RFQ Number	Text	Yes	No
Vendor Name	Text	Yes	No
Address 1	Text		No
Address 2	Text		No
Address 3	Text		No
Phone	Number		No
Email	String		No
Vendor Document Ref	String		Yes
Date	Date	Yes	No
Submission Deadline	Date	Yes	No
Delivery Location	Text		No
Delivery Timeline	Number		No
Currency	Drop down		No
Payment Terms	Drop down		No



Warranty Terms	Drop down		No
Incoterms	Drop down		No
Delivery Address Considered	Yes/No		No

Body (Tabular Format):

| Item Name | Part No | Description | Manufacturer | Model | UOM | Required Quantity
| Offered Quantity | Unit Price | Gross | Attachments | Comments | Remarks | Remarks |

Field Label	Type	Mandatory	Editable
Item Name	Text	Yes	No
Part No	Number	Yes	No
Description	Text	No	No
Manufacturer	Text		No
Model	Text	Yes	No
Type	Text		No
UOM	Text	Yes	No
Required Quantity	Number	Yes	No
Offered Quantity	Number		Yes
Unit Price	Number	No	Yes
Gross	Number		No
Discount %	Number	No	Yes
Discount Amount	Number	No	Yes
Additional charge1	Number	No	Yes
Additional charge2	Number	No	Yes
Attachments	File upload		No
Comments	Text		No
Remarks	Text	No	Yes

Features:

- Option to download or print quote
- Edit enabled only until deadline

Actions:

- View
- Edit
- import/export



3.3 Quotes Requiring Modification (Post-Negotiation)

A. Listing Screen

Field Label	Type
Quotation Number	Text
RFQ Number	Text
Vendor Name	Text
Issue Date	Date
Due Date	Date
Status	Label

B. Details Screen

Header Section:

Quotation Number | RFQ Number | Vendor Name| Address 1| Address 2| Address 3|
Phone| Email| Vendor Document Ref| Date | Submission Deadline| Delivery Location|
Delivery Timeline| Currency| Payment Terms| Warranty Terms| Incoterms| Delivery Address
Considered

Field Label	Type	Mandatory	Editable
Quotation Number	Text	Yes	No
RFQ Number	Text	Yes	No
Vendor Name	Text	Yes	No
Address 1	Text		No
Address 2	Text		No
Address 3	Text		No
Phone	Number		No
Email	String		No
Vendor Document Ref	String		Yes
Date	Date	Yes	No
Submission Deadline	Date	Yes	No
Delivery Location	Text		No
Delivery Timeline	Number		No
Currency	Drop down		No
Payment Terms	Drop down		No
Warranty Terms	Drop down		No
Incoterms	Drop down		No



Delivery Address Considered	Yes/No		No
-----------------------------	--------	--	----

Body (Tabular Format):

| Item Name | Part No | Description | Manufacturer | Model | UOM | Required Quantity
| Offered Quantity | Unit Price | Gross | Attachments | Comments | Remarks | Remarks |

Field Label	Type	Mandatory	Editable
Item Name	Text	Yes	No
Part No	Number	Yes	No
Description	Text	No	No
Manufacturer	Text		No
Model	Text	Yes	No
Type	Text		No
UOM	Text	Yes	No
Required Quantity	Number	Yes	No
Offered Quantity	Number		Yes
Unit Price	Number	No	Yes
Gross	Number		No
Discount %	Number	No	Yes
Discount Amount	Number	No	Yes
Additional charge1	Number	No	Yes
Additional charge2	Number	No	Yes
Attachments	File upload		No
Comments	Text		No
Remarks	Text	No	Yes

Features:

- Editable price fields
- Upload revised quote file
- Comment box for vendor remarks
- Submit button

Actions:

- View
- Edit
- import/export



3.4 Purchase Orders Pending Confirmation

3. Listing Screen

Field Label	Type
Quotation Number	Text
RFQ Number	Text
Vendor Name	Text
Issue Date	Date
Due Date	Date
PO Value	Number
Status	Label

B. Details Screen

Header Section:

Quotation Number | RFQ Number | Vendor Name| Address 1| Address 2| Address 3|
Phone| Email| Vendor Document Ref| Date | Submission Deadline| Delivery Location|
Delivery Timeline| Currency| Payment Terms| Warranty Terms| Incoterms| Delivery Address
Considered

Field Label	Type	Mandatory	Editable
Quotation Number	Text	Yes	No
RFQ Number	Text	Yes	No
Vendor Name	Text	Yes	No
Address 1	Text		No
Address 2	Text		No
Address 3	Text		No
Phone	Number		No
Email	String		No
Vendor Document Ref	String		Yes
Date	Date	Yes	No
Submission Deadline	Date	Yes	No
Delivery Location	Text		No
Delivery Timeline	Number		No
Currency	Drop down		No
Payment Terms	Drop down		No
Warranty Terms	Drop down		No
Incoterms	Drop down		No



Delivery Address Considered	Yes/No		No
-----------------------------	--------	--	----

Body (Tabular Format):

| Item Name | Part No | Description | Manufacturer | Model | UOM | Required Quantity |
 | Offered Quantity | Unit Price | Gross | Attachments | Comments | Remarks | Remarks |

Field Label	Type	Mandatory	Editable
Item Name	Text	Yes	No
Part No	Number	Yes	No
Description	Text	No	No
Manufacturer			No
Model	Text	Yes	No
Type	Text		No
UOM	Text	Yes	No
Required Quantity	Number	Yes	No
Offered Quantity			Yes
Unit Price	Number	No	Yes
Gross	Number		No
Discount %	Number	No	Yes
Discount Amount	Number	No	Yes
Additional charge1	Number	No	Yes
Additional charge2	Number	No	Yes
Attachments			No
Comments			No
Remarks	Text	No	Yes

Features:

- Confirm / Reject PO/ Request Amendment
- Upload acknowledgment document
- Comment box for rejection (mandatory)

3.5 Purchase Orders with Pending PI Upload

A. Listing Screen

Field Label	Type
Quotation Number	Text
RFQ Number	Text
Vendor Name	Text



Issue Date	Date
Status	Label

B. Details Screen

Header Section:

Quotation Number | RFQ Number | Vendor Name| Address 1| Address 2| Address 3|
Phone| Email| Vendor Document Ref| Date | Submission Deadline| Delivery Location|
Delivery Timeline| Currency| Payment Terms| Warranty Terms| Incoterms| Delivery Address
Considered

Field Label	Type	Mandatory	Editable
Quotation Number	Text	Yes	No
RFQ Number	Text	Yes	No
Vendor Name	Text	Yes	No
Address 1	Text		No
Address 2	Text		No
Address 3	Text		No
Phone	Number		No
Email	String		No
Vendor Document Ref	String		Yes
Date	Date	Yes	No
Submission Deadline	Date	Yes	No
Delivery Location	Text		No
Delivery Timeline	Number		No
Currency	Drop down		No
Payment Terms	Drop down		No
Warranty Terms	Drop down		No
Incoterms	Drop down		No
Delivery Address Considered	Yes/No		No

Body (Tabular Format):

| Item Name | Part No |Description | Manufacturer | Model | UOM | Required Quantity
| Offered Quantity | Unit Price | Gross | Attachments| Comments | Remarks | Remarks |

Field Label	Type	Mandatory	Editable
Item Name	Text	Yes	No



Part No	Number	Yes	No
Description	Text	No	No
Manufacturer			No
Model	Text	Yes	No
Type	Text		No
UOM	Text	Yes	No
Required Quantity	Number	Yes	No
Offered Quantity			Yes
Unit Price	Number	No	Yes
Gross	Number		No
Discount %	Number	No	Yes
Discount Amount	Number	No	Yes
Additional charge1	Number	No	Yes
Additional charge2	Number	No	Yes
Attachments			No
Comments			No
Remarks	Text	No	Yes

Features:

- Upload PI document (PDF)
- Input PI Number & Date
- Submit button
- PI status tracking

4. General UI/UX Considerations

- All listing tables should support:
 - Sorting
 - Filtering
 - Search
 - Pagination
- Details screens:
 - Collapsible header and body sections
 - Tabbed navigation if data is large (e.g., Technical vs Commercial quote tabs)
- Notifications:



- Email and portal alerts on status changes (e.g., “PO Confirmed”, “RFQ Modified”)
- Mobile Responsive Design (if supported)
- Role-Based Access Control (RBAC) if needed for multi-user vendor accounts

